

CLASS TITLE: EMERGENCY MANAGEMENT SPECIALIST

Class Code: 02712400

Pay Grade: 22A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior in the planning, administration and delivery of programs with emphasis on exercise development, implementation and evaluation at state and local government levels and improving statewide operations; to assist in the improvement in the quality of performance and operational response capabilities of personnel and departments of state and local jurisdictions to cope with all types of hazards; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed through conferences and reports for results obtained and conformance to established federal and state policies, objectives, priorities and regulations.

SUPERVISION EXERCISED: Plans and evaluates the work of local emergency management personnel participating in on-site exercises; confers with and advises on procedural actions during emergencies.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior in the planning, administration and delivery of programs with emphasis on exercise development, implementation and evaluation at state and local government levels and improving statewide operations; to assist in the improvement in the quality of performance and operational response capabilities of personnel and departments of state and local jurisdictions to cope with all types of hazards.

To assist the state agency and local governments, through the local directors, with the approval of local chief executives, in the development, implementation and improvement of testing state/local emergency plans in the Emergency Operating Center and Field Command Post exercise environments; and to act as exercise advisor, exercise controller or exercise director.

To conduct on-site exercises to provide the framework for an effective capability at state/local levels to attain a professional, reliable and creditable response to international and domestic events that affect the populace and to which public officials and their emergency services must deal with.

To conduct on-site exercises and stress full activation of the local Emergency Management System including real time, on line, high stress, multi-agency inter-governmental activation and response activities.

To develop and implement techniques and procedures for evaluating results of control centers.

To provide through the medium of conferences, workshops and simulations the process of group interaction for on-site exercises in operational testing and readiness of personnel and equipment at state/local levels to enhance the preparedness and response capability to emergencies.

To assure that exercises are designed with a set of objectives to adequately test and assess capabilities needed to carry out the functions of the respective agency as identified in the local emergency plan.

To submit quarterly reports to the state and regional directors, a summary of each exercise and significant follow-up actions.

Upon each exercise completion, to submit reports to the Executive Director containing formal critiques, demonstrated ability of exercise personnel to meet objectives and recommendations for exercise improvements and positive accomplishments.

To participate in emergency management events through lectures and provide support where necessary to achieve objectives.

As required, to undertake other training support activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of training programs of the State and Federal Emergency Management Agencies; the ability to develop, conduct and manage programs for local and state governments or federal regional emergency management support contractors; the ability to establish and maintain cooperative relationships with individuals and groups including interaction with elected and appointed state/local officials in performance of work responsibilities; the ability to perform public speaking to groups from the fields of government, education, civic, religious and others on topics of emergency management programs; a working knowledge of the methods and techniques involved in collecting and analyzing factual data; the ability to analyze training needs and to evaluate training effectiveness; the ability to interpret regulations, policies, standards and procedures and for the deployment in emergency management activities; the ability to prepare clear, sound, accurate and informative reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by courses in education or psychology; and

Experience: Such as may have been gained through: employment in a position involving emergency disaster coordination, administration and consultation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 24, 1987

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